Dear Colleagues,

You are receiving this message because you have an active Victims of Crime Act (VOCA) or STOP Violence Against Women Act (VAWA) grant from the Governor’s Public Safety Office (PSO) that includes a federally required cash/in-kind match contribution. In the wake of the national COVID-19 response efforts, our office, other state administrative agencies as well as numerous state and national victim service coalitions having been advocating for a streamlined match waiver approval process from the United States Department of Justice’s Office for Victims of Crime (OVC) and Office on Violence Against Women (OVW) in an effort to pass down some financial relief to our grantee agencies and jurisdictions providing critical services to victims of crime.

In recent communications with our federal partners, both OVC and OVW have now initiated an unprecedented match waiver process for states. In turn we are making this one-time emergency match waiver available to your grant program(s).

If you are unable to meet your current matching funds requirement due to the COVID-19 pandemic and need to reduce or remove cash/in-kind match from your budget, please submit a budget adjustment request through eGrants. In an effort to afford each agency maximum flexibility, and understanding you are juggling many competing priorities, budget adjustment requests to reduce or remove matching funds may be submitted now or any time prior to preparation of your Final FSR in eGrants. Please refer to the attached instructions for additional guidance on submitting match removal budget adjustments in eGrants.

Thank you for your patience, as we strive to provide our grantees with the flexibility and relief needed to navigate these unchartered waters.

Kind Regards,

Aimee Snoddy
Executive Director
Public Safety Office
Office of the Governor
IMPORTANT NOTES

- To the extent possible, we request that when you prepare your adjustment to reduce or remove match, that you NOT make any other revisions to your budget. Additional budget revisions may cause delays in approval.

- To expedite the process, your adjustment justification found at the bottom of the Request.Adjustment tab will serve as your Match Waiver Request to us. Please use the following verbiage in this area:

  “Match Waiver Request: This adjustment is to remove budgeted match due to financial constraints experienced during the COVID-19 pandemic. Despite the removal of our match, our program will continue to utilize the services of volunteers whenever possible.”

EGRANTS BUDGET ADJUSTMENT STEPS

1. Navigate to the Budget/Request.Adjustment tab

2. Scroll down and check the option for “Modify Current Budget”

3. Input the justification language in the text box, then click Create
4. Navigate to the Budget/Details tab

5. Expand each line item in the budget that contains match, and click on the pencil icon on the left side.

6. Make necessary adjustments to Budget Line Item Descriptions and budgeted OOG, Cash Match, and In-Kind Match funds.
   a. To delete a line item that contains ONLY matching funds, click the “Confirm Delete” box and then “Delete Budget Item” button.
   b. To update a line item that contains both OOG funds AND match funds, enter either a zero (to remove match completely) or a reduced dollar value into the appropriate Cash Match or In-kind Match field. Then click the “Update Budget Item” button.
7. Navigate to the Budget/Source of Match tab

8. Click the pencil Icon to the left of each match source

9. Make necessary adjustments to match source amount. To delete a line, click the “Confirm Delete” box and then “Delete Budget Item” button, otherwise input the updated dollar amount in the text field indicated below and hit “Update Item”

10. Once all necessary changes are made, ask your Authorized Official or Financial Officer to log into eGrants to Certify the budget adjustment. Once certified, your Grant Manager will review and take the necessary steps to complete the approval process.